



FISCAL TECHNICIAN

Southeast Region

Recruitment # 2007-01-0033

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Fiscal Technician 2

Type of Position:

This is a permanent position.

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$2102 – \$2649

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

January 30, 2007

Closing Date:

February 9, 2007

Location:

Ellensburg, WA

POSITION PROFILE

Under the direction of a Fiscal Analyst, the fiscal technician performs payroll and accounts payable-related duties in Southeast Region's Accounting Unit. These duties include but are not limited to:

- Assists in the production of the region's semi-monthly payroll
- Initiates medical, life, and dental insurance coverage for eligible employees.
- Tracks pending insurance requests/changes, and keeps employees informed of status
- Analyzes and calculates regular and overtime hours for employees following rules of the Fair Labor Standards Act
- Maintains leave, shared leave requests, and yearly sick leave buyout option records on all employees
- Researches and resolves payroll/benefit
- Using a computerized vendor payment program, reviews, verifies and processes vendor payments
- Reconciles monthly vendor statements and maintains vendor files
- Applies revenue received by the region to the Revenue Management System
- Maintains and processes travel expense records

REQUIRED POSITION QUALIFICATIONS

- Knowledge of general accounting principals:
- Knowledge of the Payroll and Accounts Payable processes;
- Experience with computer programs i.e., spreadsheets and word processing
- Experience with reviewing, analyzing, and interpreting accounting and financial records and reports; Analyzing and correcting discrepancies.

- Good organizational skills;
- Ability to work independently or as part of a team on assigned tasks;
- Excellent written and verbal communication skills

This level of knowledge and skill is typically achieved with:

- High school graduate or GED equivalent; and
- 15 credit hours of college level accounting courses
- Three years experience in payroll, accounts payable or related fiscal experience

DESIRED POSITION QUALIFICATIONS

- A Bachelor's degree in Accounting, business management or related field
- Two years accounting experience

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire
- Must possess a valid driver's license and have two years of driving experience
- The incumbent in this position is required to travel

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- A photocopy of driver's license
- If a finalist, you will be asked to provide a copy of your driving record issued from the state in which you are currently licensed.

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

Sally.bollinger@dnr.wa.gov

OR other method

Sally Bollinger
Department of Natural Resources
Southeast Region
713 East Bowers Rd
Ellensburg WA 98926-9341

NOTE: Please indicate *Fiscal Technician or recruitment # 2007-01-0033* in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Nancy Shaff at 509.925.0970 or e-mail her at nancy.shaff@dnr.wa.gov. or e-mail us at DNRrecruiting@wadnr.gov.

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